

Approved Minutes of the  
**Electrical & Instrumentation**  
State Apprenticeship Advisory Committee

**April 29, 2020**  
Webinar

<b>Members Present</b>	<b>Employer / Organization</b>
Cannestra, Anthony	GE Healthcare
Hafeman, Brian	PCA
Lane, Steve	Sargento Foods, Inc.
Lundey, Dave	MMSD
Randall, Bob	Brakebush Brothers
Roach, Mike	Trane Co.
<b>Members Absent</b>	<b>Employer / Organization</b>
Butt, Nate	Quad Graphics
Cestkowski, Jim	MPI
Woehlke, Scott	Mercury Marine
<b>Consultants &amp; Guests</b>	<b>Employer / Organization</b>
Buroker, Wayne	Waukesha County Technical College
Conklin, Olivia	Bureau of Apprenticeship Standards
Dragosh, Chris	Fox Valley Technical College
Hafner, Brian	Trane
Haka, Stephanie	Bureau of Apprenticeship Standards
Johnson, Joshua	Bureau of Apprenticeship Standards
Kiel, Todd	Northeast Wisconsin Technical College
Mackey, Jim	Wisconsin Technical College System
Martindale, Marc	Northcentral Technical College
Mayek, Mandy	Mid-State Technical College
Metko, Katie	Northcentral Technical College
Nakkoul, Nancy	Wisconsin Technical College System
Phillips, Greg	
Popp, Corey	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Straub, Steve	Fox Valley Technical College

Smith, Owen	Bureau of Apprenticeship Standards
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1. The meeting was called to order at 10:05 a.m. by Nate Butt, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. A roll call was conducted. A sign-in sheet was circulated. A quorum was present.
3. The committee reviewed the roster and requested to add two new members, one representing the Mechatronics Technician program.

#### 4. **Old Business**

##### **a. Review the follow-up items from the previous meeting:**

###### **i. For action: approve the minutes**

The committee approved the minutes as written.

###### **ii. For action: add Mechatronics Technician to state committee?**

Mr. Owen Smith reported the State IM&FM Committee agreed that the Mechatronics Technician program is more similar to the programs overseen by the State E&I Committee. He asked the State E&I Committee if it preferred to oversee the program.

**Action:** *the State Committee approved a motion to oversee the Mechatronics Technician program*

###### **iii. For action: review Electronic & Instrumentation registered apprenticeship**

Mr. Smith reviewed the survey results.

**Action:** *the State Committee approved a motion to have include the work processes from the Industrial Electrician registered apprenticeship (excluding Apply Energy Management), merge the individual work processes pertaining to Instrumentation, and create a new work process for Automation. The Bureau will convene a focus group to draft the final Exhibit A and submit it via survey to sponsors.*

###### **iv. For action: implement applicant assessments and minimum scores**

Several technical college representatives and committee members expressed ongoing concern that many apprentices continue to struggle with math subjects in related instruction. The representatives recommended that the state committee and the Bureau implement required assessment scores.

Mr. Smith acknowledged that this subject was brought to the state committee before. He reviewed that applicant assessments are used by local construction committees; the local committee structure makes implementing assessments easier because the committee is a single entity. In contrast, individual sponsors may oppose sending multiple applicants to a technical college to be assessed.

**Action:** *the Bureau will research the matter further because it continues to raise concern.*

##### **b. Implementing revisions to CFR 29.30**

Mr. Kasper updated attendees on the Bureau's progress:

- The Bureau's overall approach is to educate and assist sponsors, not punish them.

- BAS plans to meet with sponsors this summer to discuss the revisions, implementation, and expectations. The meetings will likely be held via webinar.
- The Bureau will use its AA/EEO website as the primary reference for sponsors and apprentices. The page can be accessed from the BAS homepage by clicking the AA/EEO tab on the left.
- BAS updated its information management systems to send automated disability disclosure forms to apprentices; if apprentices choose to complete the form, a copy is sent to the sponsor and ATR. This helps BAS meet the new requirement to track apprentices with disabilities for sponsors with five or more active apprentices.
- Sponsors should email their questions to Mr. Kasper.

The state committee asked whether staff and apprentices would be required to view the anti-harassment training video once or regularly. Mr. Andrew Kasper will research the question for the fall meeting.

### **c. Industry-Recognized Apprenticeship Programs**

Director Johnson reported that IRAPs have been implemented nationally and the construction sector was not included. The Bureau, as the approving agency of all apprenticeships in Wisconsin, will deny IRAPs in Wisconsin and instead discuss flexible options available through registered apprenticeship. More information is likely to come, so the Bureau will keep the state committees informed.

Attendees did not have questions or comments.

### **d. Federal grants to expand registered apprenticeship**

The Bureau has three active federal grants. The first, WAGE\$, is proceeding well. The Bureau anticipates meeting all over its targets except total number of apprentices in new occupations, which is not a surprise because the first programs in new sectors grow slowly at first.

The second and third grants—the State Apprenticeship Expansion (SAE) grant and the Apprenticeship State Expansion (ASE) grant—will help integrate registered apprenticeship into the workforce system. Through the SAE grant, the Bureau will reimburse sponsors for hiring graduates of certified pre-apprenticeship programs. Through the ASE grant, the Bureau funded two full-time Apprenticeship Navigators in the Milwaukee area. The Navigators will connect registered apprenticeship sponsors with the workforce community—WIOA certified individuals, youth apprenticeships, certified pre-apprenticeships, offenders—and will reimburse registered apprenticeship sponsors for certain costs of on-the-job learning.

Attendees did not have questions or comments.

### **e. Revisions to [www.WisconsinApprenticeship.org](http://www.WisconsinApprenticeship.org)**

Director Johnson reported that the Bureau received permission from the Department of Workforce Development to re-revise its website to look and function differently than the DWD template. The request was influenced by claims from featured sponsors that the recent redesign made their contact information more challenging to access. The Bureau will revise the site this summer.

Attendees did not have questions or comments.

### **f. Apprenticeship Completion Award Program (ACAP)**

Director Johnson reported that ACAP continues to be a strong example of bipartisan support for registered apprenticeship. He reviewed the most recent totals and noted that the denied reimbursements will always be greater than awarded reimbursements because the maximum

reimbursement is 25% of total costs or \$1,000, whichever comes first. He shared that the Bureau is further automating its ACAP processing system to eliminate opportunities for errors. The Department will likely request that ACAP is included in the next biennial budget request.

Attendees did not have questions or comments.

**g. Other**

Attendees did not have additional topics.

**5. New Business**

**a. Lessons learned from DWD tour of Germany Apprenticeship Program**

Director Johnson reported that he, Secretary Frostman, and several WI Apprenticeship stakeholders visited Germany to tour the Germany Apprenticeship Program. He stated the visit was invaluable in learning how WI Apprenticeship could improve and how it works very well already, within the context of U.S. society.

He noted several key take-aways:

- Apprenticeship in Germany is a socio-economic institution. Many, many industries and occupations train workers through registered apprenticeship, and students qualified for apprenticeships are tracked as early as fourth grade. These dynamics are possible due to greater government involvement in industries and the K-12 institutions.
- Similarly, apprenticeship in Germany focuses almost exclusively on preparing students and youth; apprenticeship is rarely used by adults to change careers because they would be far behind the skill level of youth. In contrast, Wisconsin Apprenticeship focuses mostly on helping adults prepare for careers, and Wisconsin Youth Apprenticeship focuses on broadly exposing participants to a career cluster or industry rather than prepare for an occupation.
- WI Apprenticeship works very well within the contexts of U.S. society. Involving K-12 students in career and technical education is very important. Although the U.S. secondary school system would not accept "tracking" students early, students are now required to begin "academic career planning" in middle school.
- Therefore, the most feasible means of strategically positioning Wisconsin Apprenticeship in the K-12 system are to include youth and registered apprenticeship as options within academic career planning and to promote bridging youth apprenticeship to registered apprenticeship.

Attendees did not have questions or comments.

**b. 2021 Biennial Apprenticeship Conference**

Director Johnson reported that the conference will be held February 22-24, 2021, at the Wilderness Hotel in the Wisconsin Dells. The planning team has begun meeting. The specific theme, workshops, and speakers are under discussion, but the primary focus will be that apprenticeship is for everyone, e.g. every sector, worker, student, partner, etc. The Apprenticeship Expo will be included. By summer, the Bureau will launch the EventBrite registration and mail a save-the-date notice.

Attendees did not have questions or comments.

**c. 2020 National Apprenticeship Week**

The 2020 National Apprenticeship Week was not yet announced nationally, so the Bureau will observe Wisconsin Apprenticeship Week the week of November 8-14.

Attendees did not have questions or comments.

**d. Revising Transition to Trainer**

Director Johnson reported that the Bureau, Wisconsin Technical College System, and Worldwide Instructional Design System have begun revising "Transition to Trainer." The revisions will make the course more accessible to non-traditional apprenticeship occupations, update terminology and learning activities, and introduce on-line delivery of specific modules. The project is led by WTCS and includes an industry focus group of trainers from traditional and new sectors.

Attendees did not have questions or comments.

**e. BAS leadership and personnel changes**

Director Johnson thanked attendees for their letters of support for his acceptance as Bureau Director. He emphasized that his vision is to innovate registered apprenticeship by integrating it further with certified pre-apprenticeship, youth apprenticeship, technical diplomas, and more.

Additional personnel changes include the following:

- Tommy Myles, Apprenticeship Navigator
- Dawn Pratt, Apprenticeship Navigator
- Milton Rogers, Apprenticeship Training Representative for Madison
- Corey Popp, Apprenticeship Training Representative for Madison
- Melissa Kendhammer, Apprenticeship Training Representative for La Crosse
- Chris Landerman, Apprenticeship Training Representative for Appleton

**f. Other**

Director Johnson thanked attendees for their flexibility in meeting via webinar. He emphasized that COVID-19 is an unprecedented occurrence, so the Bureau fully supports sponsors and technical colleges in proceeding at their discretion in a manner that they deem safe. The Bureau requests only that sponsors and technical colleges ensure that apprentices eventually receive the proper instruction so they can complete the program. Director Johnson noted that all Bureau staff will work from home mid-March through May.

Ms. Nancy Nakkoul reported the broad measures taken by the WTCS and individual technical colleges. Representatives from the various technical colleges reported additional measures their respective colleges have taken.

**6. WTCS Update**

Ms. Nancy Nakkoul reiterated that technical colleges have been moving instruction to online delivery in response to COVID-19. She thanked sponsors and the Bureau for their support.

Ms. Nakkoul reported the following items:

- The WTCS Apprenticeship Completer Report is now online. The response rate increased to 43%; the median salary increased to \$80,344; and respondents reported 92% satisfaction with on-the-job learning and 96% satisfaction with related instruction. The report now includes data on apprenticeships in new sectors, although the data is limited. The WTCS is researching methods to account for differences in over-time in the salary reporting.

- Unduplicated enrollment in apprenticeship programs increased by 9.9% from the prior year.
- The master chart of related instruction via each technical college is available online.

Attendees did not have questions or comments.

7. Participants included 258 apprentices and 736 sponsors with a contract in active or unassigned status on April 27, 2020.
8. The Bureau will tentatively schedule the next meeting via electronic survey.
9. The meeting adjourned at 12:11 p.m.

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*Submitted by Owen Smith,  
Bureau of Apprenticeship Standards*

April 24, 2020

TO: State E&I Apprenticeship Advisory Committee Members and Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards  
(608) 266-2491; Owen.Smith@dwd.wisconsin.gov

SUBJECT: State Electrical & Instrumentation Apprenticeship Advisory Committee meeting

DATE: Wednesday, April 29, 2020

TIME: 10:00 AM

PLACE: Link: <https://dwdwi.webex.com/dwdwi/j.php?MTID=m325409ee40aa5a2831d080850f3c71df>  
Meeting number: 920 439 592  
Password: icE6NsfPJ53  
Join by phone +1-855-282-6330 US TOLL FREE  
Access code: 920 439 592

### TENTATIVE AGENDA

1. Call the meeting to order.
2. Introduce the attendees.
3. Review the roster.
4. Special topic: registered apprenticeship during #SaferAtHome executive order
5. **Old Business**
  - a. Review the follow-up items from the previous meeting:
    - i. **For action:** approve the minutes
    - ii. **For action:** add Mechatronics Technician to state committee?
    - iii. **For action:** review Electronic & Instrumentation registered apprenticeship
    - iv. **For action:** implement applicant assessments and minimum scores?
  - b. Implementing revisions to CFR 29.30 (AA/EEO requirements)
  - c. Federal grants to expand registered apprenticeship
  - d. Revisions to [www.DWD.Wisconsin.gov](http://www.DWD.Wisconsin.gov) and [www.WisconsinApprenticeship.org](http://www.WisconsinApprenticeship.org)
  - e. Apprenticeship Completion Award Program (ACAP)
  - f. Other
5. **New Business**
  - a. **For action:** develop Electronic Assembly and Testing registered apprenticeship?
  - b. Lessons learned from DWD tour of Germany Apprenticeship Program

- c. 2021 Biennial Apprenticeship Conference
- d. 2020 National Apprenticeship Week
- f. Revising Transition to Trainer
- g. BAS leadership and personnel changes
- h. Other

- 6. WTCS Update
- 7. Review the program participants.
- 8. Schedule the next meeting.
- 9. Adjourn.



## WAGE\$ Apprentices and Sponsors by Occupation Spring 2020 Committee Update

The Wisconsin Apprenticeship Growth and Expansion Strategies (WAGE\$) grant is a 5-year, \$5 million grant from the US Department of Labor. The purpose is to expand Registered Apprenticeship in Advanced Manufacturing and develop new programs in Information Technology and Health Care. The grant started October 1, 2015, and will conclude September 30, 2020.

- The overarching goal is 1,000 apprentices in the occupations selected for grant support.
- The table below shows the number of apprentices and sponsors in each occupation.
- Community Health Worker and Cybersecurity Specialist are in development.
- Pharmacy Technician was recently completed.
- Data Analyst has four apprentices that are being counted by Employ Milwaukee, Inc.'s sister grant. There is one Data Analyst sponsor.

<b>WAGE\$ Apprentices by Occupation</b> <b>Cumulative 10/01/2015 - 03/08/2020</b> <small>This report includes apprentice contract records which, during the selected report period, match the following criteria: CONTRACT DISTRICT= ALL, CONTRACT SECTOR= ALL, CONTRACT TRADE=Industrial Manufacturing Technician;Maintenance Technician;Mechatronics Technician;Welder - Fabricator;Welder / Automated Welding;Software Developer;Pharmacy Technician, Retail Store;Medical Assistant;IT Service Desk Technician;Data Analyst;Broadband Service Technician;Cybersecurity Analyst, CONTRACT TYPE(s)=Apprentice, APPR SEX= ALL, APPR MINORITY= ALL, APPR RACE(s)= ALL, ER WDA= ALL, ER COUNTY= ALL, ER NAME= ALL, ER UI= ALL, INMATE= ALL, SCHOOL NAME= ALL, SPONSOR TYPE(s)= ALL, SPONSOR NAME(s)= ALL, TRANSFER TO= ALL, TRANSFER FROM= ALL</small>				
Occupation Name	Count Sponsors	Count App	Female	Minority
<b>Report Total:</b>	<b>Total 205 sponsors</b>	<b>633</b>	<b>63 (10%)</b>	<b>99 (16%)</b>
<b>Industrial Manufacturing Technician</b>	<b>12 sponsors</b>	135	19 (14%)	37 (27%)
<b>Maintenance Technician</b>	<b>131 sponsors</b>	329	4 (1%)	30 (9%)
<b>Mechatronics Technician</b>	<b>37 sponsors</b>	90	2 (2%)	6 (6%)
<b>Welder / Automated Welding and Welder - Fabricator</b>	<b>15 sponsors</b>	34	1 (3%)	4 (12%)
<b>Broadband Service Technician</b>	<b>1 sponsor</b>	1	0 (0%)	0 (0%)
<b>Data Analyst</b> (4 apprentices but all are counted by Employ Milwaukee)	<b>1 sponsor</b>	0		
<b>IT Service Desk Technician</b>	<b>4 sponsors</b>	4	1 (25%)	1 (25%)
<b>Software Developer</b>	<b>3 sponsors*</b>	2	2 (100%)	0 (0%)
<b>Medical Assistant</b>	<b>1 sponsor</b>	38	34 (89%)	21 (55%)
*Number of sponsors is greater than the number of apprentices because one apprentice left one job and started with a different sponsor				



# All ACAP Reimbursement Requests Processed (Time Period) - Summary

Apprenticeship Completion Award Program (ACAP)

Bureau of Apprenticeship Standards

Division of Employment and Training

3/5/20 10:27 AM

Filters Applied: Determination Date between 7/1/19 and 3/5/20, Fiscal Year(s)= FY20

Type	Fiscal Year	# of RRs	\$Approved	\$Denied
Year One	20		\$127,224.23	\$616,354.68
<b>Year One Totals</b>		<b>618</b>	<b>\$127,224.23</b>	<b>\$616,354.68</b>
Completion	20		\$164,478.91	\$1,026,716.02
<b>Completion Totals</b>		<b>376</b>	<b>\$164,478.91</b>	<b>\$1,026,716.02</b>
<b>Report Totals</b>		<b>994</b>	<b>\$291,703.14</b>	<b>\$1,643,070.70</b>





## **WTCS System-Wide Activity Update March 2020**

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### **WTCS-BAS 20 Apprenticeship Completion Report**

The 2020 WTCS-BAS Apprenticeship Completer Report is now available online. The report contains employment, wage and training satisfaction outcomes for apprentices completing their programs in 2016-17. It can be found here: [2020 WTCS-BAS Apprentice Completer Report](#)

- Of the 1,143 completers surveyed, 488 (43%) responded. (In the prior year report, 847 completers were surveyed and response rate was 39%.)
- Respondents reported a 92% satisfaction rate for on-the-job training and 96% for classroom instruction.
- Median salary across all trades increased to \$80,344. This is up from \$77,753 and \$71,624 in the two prior reporting years.
- Respondents indicating an interest in continuing education beyond apprenticeship remained steady at 44%.

### **WTCS Apprenticeship Enrollment Trend**

WTCS enrollments across all apprenticeship programs increased from 6903 to 7588 unduplicated, and 7450 to 7696 duplicated, students by the end of 2018-2019 academic year. That is a 9.9% and 3.3% increase, respectively, in one year. A current mid-year snapshot for 2019-20 is showing 7524 enrolled apprentices. Confirmed actual enrollment for the 2019-20 academic year will not be available until August 2020.

### **Active WTCS-BAS Apprenticeship Programs, By Sector, Occupation, and College as of January 2019**

The master chart of all apprenticeship programs with related instruction offered through the WTCS colleges can be found here via the following link. "Active" is defined as approved programs with enrollments in the past two years. The color-coded chart can be found on the MyWTCS website here: [WTCS Active Apprenticeship Programs March 2020 \(Color Chart\)](#)



# Apprentice Related Instruction



## Active WTCS/BAS Programs by Sector and Occupation - February 2020

	BLACKHAWK	CHIPPEWA VALLEY	FOX VALLEY	GATEWAY	LAKESHORE	MADISON AREA	MID-STATE	MILWAUKEE AREA	MORAINES PARK	NICOLET AREA	NORTH CENTRAL	NORTHEAST WI	SOUTHWEST WI	WAUKESHA	WESTERN	WI INDIANHEAD
<b>Construction Sector Apprentice Related Instruction</b>																
Bricklaying/Masonry																
Carpentry																
Concrete Finishing/Cement Mason																
Drywall Finisher																
Electrical																
Electronic Systems Tech/Voice-Data-Video																
Glazing																
HVAC/Environmental Service																
Ironworking																
Operating Engineer/Heavy Equipment																
Painting & Decorating																
Plumbing																
Roofing																
Sheet Metal																
Sprinkler Fitting																
Steamfitting Construction																
Steamfitting Service/Refrigeration																
<b>Industrial Sector Apprentice Related Instruction</b>																
Electrical & Instrumentation/Instrumentation Tech																
Industrial Electrician																
Industrial Manufacturing Technician																
Injection Mold Set-Up (Plastic)																
Machinist																
Maint Mech/Millwright/Lube Tech/Machine Repair																
Maintenance Technician																
Mechatronics																
Metal Fabricator/Industrial Sheetmetal																
Pipe Fabricator/Welder																
Pipefitter																
Resilient Floor																
Tool & Die/Patternmaker/Moldmaker																

# Apprentice Related Instruction



## Active WTCS/BAS Programs by Sector and Occupation - February 2020

	BLACKHAWK	CHIPPEWA VALLEY	FOX VALLEY	GATEWAY	LAKESHORE	MADISON AREA	MID-STATE	MILWAUKEE AREA	MORAINES PARK	NICOLET AREA	NORTH CENTRAL	NORTHEAST WI	SOUTHWEST WI	WAUKESHA	WESTERN	WI INDIANHEAD
Service Sector Apprentice Related Instruction																
Arborist																
Barber/Cosmetologist																
Broadband Service Technician																
Cook/Chef																
Electrical Line Worker																
Facilities Maintenance Technician																
IT-Data Analyst																
IT-Service Desk Technician																
IT-Software Developer																
Metering Technician																
Substation Electrician																
Wastewater Treatment Operator																



## State Committee Report State Electrical & Instrumentation Comm

This summary counts employers and apprentices with a contract active or unassigned on 4/27/2020 in trade(s) associated with this committee.

Report is based on apprentice contracts where:

- Status is 'Active' or 'Unassigned'.
- Contract sector is 'Industrial' or 'Service'.
- Contract trade code matches a trade code assigned to committee.
- Contract sponsor is the employer.

Note: Employers with contracts in more than one trade or committee can cause Column #3 totals at the Committee or State level to deviate from the summed total of the individual trade or committee rows.

Trade	Total # of Sponsors	Total # of Apprentices	Of Total Apprentices in Column 3, # who are...			
			Minority		Females	
			#	%	#	%
1	2	3	4	5	6	7
<b>Report Total</b>	<b>258</b>	<b>736</b>	<b>45</b>	<b>6.1</b>	<b>12</b>	<b>1.6</b>
Electrical and Instrumentation (E & I) Technician (0271028101801)	53	182	7	3.8	4	2.2
Industrial Electrician (0282926101801)	133	277	22	7.9	4	1.4
Maintenance Electrician (0282926101802)	4	11	1	9.1	0	
Maintenance Technician (0282926101805)	109	266	19	7.1	4	1.5